

TCCC Meeting

MINUTES

JUNE 12-13, 2007

PORTLAND, ME

ATTENDEES	Bill Beuter (Virginia DOT); Jim Feda (South Carolina DOT/AASHTO Subcommittee on Maintenance); Ken Cox (FL DOT/SETTFO); Mike Vandall (RedVector); Julio Alvarado (AZ DOT/AASHTO Subcommittee on Construction); Rita Allan (Caltrans); Linda Hughes (WA DOT); Cathy Betts (MN DOT); Laura Lawndy (FHWA – Office of Asset Management); Howe Crockett (FHWA – WFLHD); Chris Anderson (IA DOT/MTRAC); Garth Newman (ITD/WAQTC); Mike Moravec (FHWA – Office of Pavement Technology); John Perry (FHWA – Maine Division Office); Bruce Yeaton (ME DOT); Bryan Lee (UT DOT); Allan Samuels (AZ DOT); Jeff Saddler (UT DOT); Martha Monjo (SC DOT/NTTD); John O'Doherty (NCPP); Chris Newman (FHWA – Office of Asset Management); Douglas Townes (FHWA – Resource Center (Atlanta)); Greg Doyle (FHWA – MA Division); Tom Malerk (FL DOT/AASHTO Subcommittee on Materials); Frances Griffith (University of Arkansas); John Nehasil (ACI); Doyt Bolling (UT LTAP); Leo Stevens (NETTCP); Dennis Rice (GA DOT/GA LTAP); Patsy Anderson (KY LTAP – representing FHWA Office of Professional and Corporate Development); Louise Wehrle (NICET); Will Stalcup (MO DOT); Marty Ross (NHI); Rick Barnaby (NHI); Monica Worth (Worth Associates), Nancy Davis (VOLPE); and Gerry Flood (VOLPE)
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Agenda topics

WELCOMING REMARKS & INTRODUCTIONS

HOWE CROCKET - WFLHD

DISCUSSION	<p>Howe Crockett (FHWA – Western Federal Lands Highway Division (WFLHD)) welcomed everyone to the 2007 TCCC Summer meeting. The group then spent a few minutes introducing themselves. Bruce Yeaton (ME DOT) and John Perry (FHWA – ME Division) welcomed everyone to Maine.</p> <p>As the meeting began Howe Crockett (FHWA – WFLHD) outlined the main goals for the meeting, which were to leave with scopes of work for future courses to be developed and with a final decision on whether to move forward with using the Adobe Connect® (formerly Breeze) software for online course development.</p>
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INFORMATION SHARING

COUNCIL MEMBERS

DISCUSSION	<p>The regional training coordinators, AASHTO Subcommittee representatives, and TCCC partners provided an update on activities that have occurred since the December 2006 TCCC Meeting.</p> <p>Multi-Regional Training and Certification (MTRAC) – Chris Anderson (Iowa Department of Transportation (IA DOT) said that MTRAC has had a successful year. They are communicating well and have recently taken part in the Pavement Preservation Online Training Pilot. The MTRAC has also had 3 States volunteer to pilot the new QC/QA training course later this year. The MTRAC will host its annual meeting September 23-25, 2007 in Milwaukee, WI. Chris Anderson invited everyone to attend. Dennis Dvorak and Douglas Townes (FHWA – Resource Center) are scheduled to provide presentations at this meeting. For further details on the meeting please visit: http://rebar.ecn.purdue.edu/superpave/M-TRAC/index.htm</p>
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Western Alliance for Quality Transportation Construction (WAQTC) – Garth Newman (Idaho Transportation Department (ITD)) provided the TCCC with update on the WAQTC accomplishments and actions. Garth Newman said that the WAQTC has evolved in its function and is now working on AASHTO revisions. Since they have multiple State revisions they have hired a consultant to assist in the management of the work.

National Transportation Training Directors (NTTD) – Martha Monjo (South Carolina Department of Transportation (SCDOT)) briefed the group on the NTTD activities. They now have a draft Business Plan which helps verbalize and focus the mission of the NTTD, and it aligns itself with the TCCC ideals of partnering and sharing training resources across all venues. The Business Plan will be voted on at the annual Training Directors conference this fall. The NTTD is looking at a broader picture on training, listing the TCCC and other training groups as a strategic partner. The NTTD is adding a membership coordinator to the Board to encourage all States to join and be active participants in the NTTD. The NTTD will hold its annual conference October 21-25 2007 in Williamsburg, VA. Martha Monjo (SCDOT) has a draft agenda for the meeting if anyone is interested in attending the conference. Martha Monjo will coordinate a representative from the TCCC and will contact the Board about making a presentation at this annual meeting.

National Center for Pavement Preservation (NCPPI) – John O'Doherty (NCPPI) informed the TCCC on the activities of the National Center. Recently the NCPPI has conducted 11 one-day long classes on "Chip Seal Theory and Practice" and 2 two-day classes on "Pavement Preservation – Applied Asset Management" in the States of IN, ME, MS, NH, and OH. They have also published and distributed the book titled "At the Crossroads – Preserving our Highway Investment". The book was written to stimulate serious discussion among highway agencies, legislators, motoring organizations, the highway contracting community, and highway advocacy groups. Additionally, the NCPPI has been contracted by the International Slurry Seal Association to develop a one-day course on "Slurry Seals/Micro-Surfacing". John O'Doherty also mentioned that the NCPPI has completed the FHWA-sponsored technical appraisals of the pavement preservation programs of 25 State Highway Agencies.

Resource Center – Douglas Townes (FHWA – Resource Center (Atlanta)) briefed the group on course updates within the Resource Center. The courses include the Bridge Rehab Course, pilot was held in Austin, TX in April 2007. The marketing team is working on a marketing course for the Resource Center and States will be allowed to attend. Douglas Townes (FHWA – RC) informed the group that there is a new requirement in 23 CFR 630 that mandates that State employees be trained in Work zone Safety. The marketing team can assist in scheduling this course. This legislation also requires a public involvement campaign on major projects. The Subsurface Investigation Course (#10...) was piloted. The MSE walls course will be piloted in the near future. Doyt Bolling (UT LTAP) informed the group that the American Traffic Safety Services Association (ATSSA) has a new training package in support of 23 CFR 630 Subpart J that may also be useful to the States. Chris Newman (FHWA) discussed the status of the training course on Inspection of Bridge Rehabilitation Projects, intended to be an offshoot of the Bridge Construction Inspection (NHI 130088). The NHI is currently developing training on Analysis and Design of Bridge Rehabilitation, which will be modified to present much of the content toward an audience of construction inspectors. The NHI has been negotiating with the contractor for the price and exact scope of the effort. Douglas Townes (FHWA - RC) informed the group that the Slope Maintenance and Slide Restoration Workshop development Team is looking for additional pilot participants. Rich Barrows (WFLHD) is

the point of contact for this course development and may be reached at (360) 619-7704 with any volunteers.

Chris Newman (FHWA) also mentioned that there is an Advanced Work Zones Design and Implementation course being developed by Penn State. The pilot occurred the week of June 12, 2007 in Maryland

Garth Newman (ITD) said that the Western States were not aware of the development of the Embankment inspection course and would like to have a chance to assist with it as the ITD could use these courses. Peter Osborn and the Geo Tech team are just in the beginning stages of development of the Embankment inspection course and would like to have help on a technical panel.

Doyt Bolling (UT LTAP) questioned whether the States are represented on the technical panels for the Resource Center training courses. Douglas Townes (FHWA – RC) was not certain. Doyt Bolling (UT LTAP) stated that it is vital to make sure that the States are involved in course development so that the State perspective is included in the training course. Laura Lawndy (FHWA) mentioned that she and Chris Newman (FHWA) will be putting together a listing of courses scheduled for development, which will then be sent out to the five regional coordinators to solicit volunteers for the technical panels. Chris Newman (FHWA) clarified that these are not wish list courses, but rather ones that have funding behind them.

New England Transportation Training and Certification Program – Leo Stevens (NETTCP) provided an update on the NETTCP. New England is self-supporting on its certification program and is undergoing some growing pains as they adjust to legislative changes. The NETTCP has experienced a few stumbling blocks in developing training through NHI for the technicians since NHI focuses primarily on engineers.

AASHTO Subcommittee on Materials – Tom Malerk (FLDOT) discussed the activities of the AASHTO Subcommittee on Materials. Tom Malerk (FL DOT) demonstrated the TCCC slide show that was presented at the last Subcommittee meeting. He also raised the issue of making sure that the Pooled Fund solicitation is directed at the appropriate person to ensure that the States will contribute. Tom Malerk (FL DOT) mentioned that FLDOT uses the TCCC competency levels to hire contract support staff. The subcommittee was very interested in the database and the availability of course search engines. The next AASHTO Subcommittee on Materials Meeting is August 12 – 16, 2007 in Loon Mountain, NH.

Doyt Bolling (UT LTAP) questioned whether Tom Malerk (FL DOT) is receiving feedback on what courses are needed in the materials sector. Tom Malerk (FL DOT) said that he has not received any input from the Materials Committee or the Southern States.

Local Technical Assistance Program (LTAP) – Patsy Anderson (KY LTAP) informed the TCCC on the LTAP recent undertakings. The LTAP through the regional meetings in going through a needs assessment to determine what they need to do to better serve their customers. The findings will be presented at the National LTAP meeting July 23-26, 2007 in Chicago, IL. The LTAP would like to coordinate with the TCCC to see what assistance the LTAP can provide in meeting the training needs and what steps can be taken to address unanswered needs. Patsy Anderson (KY LTAP) serves on the Executive Board. The KY LTAP has just finished an Erosion Control course, which serves as a qualification/certification program for the State in several areas. The LTAP has adopted

the TCCC skill set levels and are surveying to determine available courses to be included in the TCCC database. Patsy Anderson (KY LTAP) invited the TCCC to participate in the Annual LTAP meeting.

AASHTO Subcommittee on Maintenance – Jim Feda (SC DOT) said that the next Maintenance meeting will be held in conjunction with the Subcommittee on Systems Operation and Management/Subcommittee on Wireless Technology in July in Madison, WI. Jim Feda (SC DOT) will be making a presentation to the subcommittee and will be soliciting input on what courses should be developed. He said that he would like to mention a listing of members as points of reference for training development within each State. Jim Feda (SC DOT) also serves on the TRB AH15 committee and has discussed how TCCC could assist that task force with workforce development issues.

Southeast Task Force for Technician Training and Qualification (SETFTTQ) – Ken Cox (FL DOT) mentioned that the SETFTTQ had their meeting in March 2007 in Louisville, KY. Ken Cox (FL DOT) made a presentation to the SETFTTQ on the TCCC. He informed them about how much the Southern States have contributed to the pooled fund and what courses have been developed as a result. He told them that the Southern States need to be more vocal on course needs. The group determined that they are well established in the inspector certification area and are now working on recertification, which they are looking to implement online. They are, however, very interested in the online training in the areas of ethics, mathematics, etc. One hot topic was reciprocity, more specifically the need for a database of contractors whose certifications have been revoked in one State to prevent a contractor from moving between States.

AASHTO Subcommittee on Construction – Julio Alvarado (AZ DOT) did not have an update on the Construction Subcommittee. The next meeting is July 29 – August 2, 2007 in Biloxi, MS. He did mention, however, that AZDOT is also interested in technician training.

State Updates:

- Bill Beuter (VDOT) provided an update to his boss' presentation from Austin, TX on "Performance DNA Analysis for the Job of Construction Inspectors: 'Finding What's Right to Fix What's Wrong'". VDOT has found communication is the key skill for minimizing issues on a construction site, so VDOT has developed a website called "Construction Inspection Integrated System Online", which is internal to VDOT. Howe Crockett (WFLHD) questioned whether VDOT could put together a lessons learned paper for the States to use. Bill Beuter (VDOT) will put something together.
- Rita Allan from Caltrans mentioned that Caltrans has found that technician training is a key area of need as many technicians are being promoted into other positions leaving them with a personnel shortfall. Rita Allan from Caltrans mentioned that Caltrans uses technician's for field inspection to provide a stable workforce. Engineers as inspectors have a high turn over due to promotions. Caltrans' field inspection courses are for both classifications, technicians and engineers.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide a Member Listing for Jim Fedra to present at the Subcommittee on Maintenance Meeting.	Laura Lawndy	July 1, 2007
Provide a listing of upcoming courses that still need technical panel members to the five regional coordinators.	Laura Lawndy	July 1, 2007
Put together a lessons learned paper for the VDOT study "Performance DNA Analysis for the Job of Construction Inspectors: 'Finding What's Right to Fix What's Wrong'"	Bill Beuter	December 1, 2007

**THE "HOWS AND WHYS" OF
TECHNICIAN VERSUS ENGINEER
TRAINING**

ALLAN SAMUELS - ADOT

DISCUSSION	
	<p>Allan Samuels (ADOT) reviewed the AASHTO Standard Recommended Practice for Independent Assurance (IA) Programs (AASHTO Designation: R 44-07). He also presented an alternative matrix that would include one additional level based on the AASHTO standard, which would include a Level IV – Project Manager/Administrator/Superintendent and Level V – Program/System Management.</p> <p>Linda Hughes (WSDOT) disagreed with Allan Samuels (ADOT) suggestion that the Level III only needs to know the how of the process and not the why. She felt that a Level III person should know how/why the data is what it is, so they know when a problem exists. Linda Hughes (WSDOT) suggested that a lot of the training being developed is a lot of "why", which is good for an engineer, but would not meet the technician's need for information on "how". Frances Griffith (University of Arkansas) agreed with Linda Hughes (WSDOT).</p> <p>Allan Samuels (ADOT) clarified that he would like the TCCC to support the idea that the technicians do not need to have the philosophical engineering training, but rather that it is very important for them to have the technical/hands on training. This may mean that the TCCC may need to explore other options for course development beyond NHI.</p> <p>Garth Newman (ITD) explained that what he appreciates about NHI is that a training course developed by NHI is soup to nuts, but the courses need to be compartmentalized for the varying levels (beginners to advanced) to better meet the needs of the trainees. Martha Monjo (SCDOT) cautioned the group to be aware of splitting a course as often the audience may need the whole program.</p> <p>Allan Samuels (ADOT) also suggested that it is not clear if the Matrix Level IV includes program management; programs are ongoing groups of projects with similar standard requirements. Considering that a TCCC mission is to "train all levels and roles," an option would be to add a program level that trains managers and executives." (Note; expanding the existing Level IV is a good solution if <u>executives</u> are included.)</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Consider expanding the matrices to include the management level.	Matrix Committee/Executive Council	June 14, 2007

CHRIS NEWMAN-FHWA/
LAURA LAWNDY - FHWA

BUSINESS PLAN UPDATE

DISCUSSION
<p>Chris Newman (FHWA) and Laura Lawndy (FHWA) updated the group on the financial standings and the courses being developed. Chris Newman (FHWA) gave a brief history of the pooled fund and then explained that the pooled fund now has approximately \$435,000 remaining since a PR for \$500,000 was issued for the Maintenance Academy in March 2007.</p> <p>Chris Newman (FHWA) went on to explain that the Office of Finance is requiring the contributing States to deobligate the remaining funds from the current FMIS account and transfer it directly to FHWA. This would mean that the FHWA Office of Asset Management would then have direct access to the money. Chris Newman (FHWA) is in the process of writing a letter to the States outlining the fact that even though the pooled funds have not been available FHWA has continued to support the course development requested by the TCCC, providing new procedures, and explaining how the pooled fund will not have the same system break as it has in the past.</p> <p>Tom Malerk (FLDOT) mentioned that he is sensing in FLDOT that there is a trend leading away from doing any pooled funds as they are getting so many requests for pooled funds. The management in FLDOT is considering keeping everything in State and addressing State issues. Linda Hughes (WSDOT) concurred with Tom Malerk's (FLDOT) assessment and also confirmed that if WSDOT is requested to deobligate the money it may not be directed back to FHWA but might be used for State needs.</p> <p>Chris Newman (FHWA) provided a quick update on the courses that are under development.</p> <p>Two NHI pavement preservation training courses are being combined and redeveloped into a single updated course: Pavement Preservation: Selection and Timing of Preventive Maintenance Treatments (NHI Course # 131115). In addition, a sort online workshop is being developed to implement the results of recent preservation research Pavement Preservation: Optimal Timing of Pavement Preservation Treatments Workshop (NHI Course #131114).</p> <p>The FHWA Office of Asset Management is partnering with NHI and the preservation industry to develop a new training course on Asphalt Emulsions Technology. The course will be very hands on in nature, with a significant laboratory element. The industry is very interested in this training course and are offering resources for developing it, including using their labs for the hands on portion of the training.</p>

The scope of work for developing the Environmental Factors in Construction training course is also in the works. This course will involve teaching construction inspectors and resident engineers to identify key environmental factors and commitments, and how to mitigate potential issues. Doyt Bolling (UT LTAP) suggested that the technical panel consider the American Public Works Association's course, which may have some material that could be used.

The scope of work for the 4-week Maintenance Academy is complete, and Chris Newman (FHWA) is working with the FHWA Office of Acquisition Management to find a way to execute the development contract using TCCCC pooled funds within this fiscal year.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss how to proceed with the Pooled Fund	Executive Council	June 14, 2007

COURSE UPDATE: ETHICS IN CONSTRUCTION

CHRIS ANDERSON - IA DOT

DISCUSSION		
<p>Chris Anderson (IA DOT) provided a presentation to the TCCC on the development of the Ethics Awareness for the Transportation Industry training course that had been requested by many States. Many of the States had indicated that there are off the shelf soft skill courses available, but that they are not focused toward the transportation industry – especially in the area of ethics. In response, volunteers took an off the shelf ethics course and developed a manual/online training course that is specifically directed to transportation construction, maintenance, and materials employees.</p>		
<p>Chris Anderson (IA DOT) gave a brief demonstration of the online course. She mentioned that this course uses the New Mexico DOT code of ethics as an example, so the States using the course will need to include their own codes. This training course is complete with examples, case studies, and video clips.</p>		
<p>Chris Anderson (IA DOT) will send out a URL for IA DOT's breeze site, which will allow the TCCC to access this training course. There will also be a link to IA DOT's URL on the TCCC website.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide TCCC members with the URL to access the Ethics Training Course	Chris Anderson	June 30, 2007

DISCUSSION

Chris Anderson (IA DOT) overviewed the findings of the e-learning task force (Jim Feda, Ken Cox, Linda Hughes, and Chris Anderson). This task force explored the need for e-learning and provided recommendations for the TCCC to consider when determining how to move forward.

- Reasons to Deliver Courses in an e-learning format:
 - Participant can go through course at own pace and access whenever
 - Training is available to everyone – DOT, counties, cities, contractors, etc.
 - Travel Restrictions
 - Tim Restrictions
 - Instructor Availability
 - Etc.

After Chris Anderson (IA DOT) had reviewed the reasons for delivering a training course in the e-learning format she also discussed the expenses associated with off-the-shelf courses and provided suggestions on how the TCCC could convert materials. In addition, she supplied a listing of courses that could be easily converted and are desperately need by the States. These courses include:

- Math for Construction/Maintenance
- Pavement Preservation Curriculum
- Introduction to Bolt Inspection
- Basic Plan Reading
- Etc.

Martha Monjo (SCDOT) mentioned that NHI is meeting with the States to assess their needs, which is a good opportunity to provide input on e-learning and how NHI can support this need.

Rita Allan (Caltrans) questioned how the States are guaranteeing that the students actually complete a course that is given online. Chris Anderson (IA DOT) and Patsy Anderson (KY LTAP) clarified that there are mechanisms within the Breeze software that track and ensure that the students complete the entire training.

Rita Allan (Caltrans) also solicited input on how a surveying course can be taught online. Chris Anderson (IA DOT) clarified that this would be a blended approach to training. Jeff Saddler (UTDOT) mentioned that the UTDOT has put all of their T3 courses online. Participants take the online training and then spend time in the field for the hands on portion; this ensures that time/materials are not lost with the basics.

Chris Anderson (IA DOT) solicited additional volunteers – Jeff Saddler (UT DOT) volunteered to be on this task force and offered UT DOT's materials.

Louise Wehrle (NICET) questioned whether participants are given CEU hours for certification purposes or if the participants only receive a certificate. Chris Anderson (IA DOT) said that it would have to be discussed, but that it may be available. Chris Newman (FHWA) clarified that there would be design criteria built into the course so that the CEUs can be given, but that this option should be considered at the beginning of course

development. Chris Anderson (IA DOT) mentioned that it may be that on the certificate a caveat is issued outlining how many hours the course was intended to satisfy.

Doyt Bolling (UT LTAP) suggested the e-learning topic be taken before the AASHTO Standing Committee on Highways to obtain support the e-learning initiative.

Julio Alvarado (ADOT) and Rita Allan (Caltrans) both indicated that their States will not allow them to purchase the Breeze software due to financial limitations and firewall issues respectively.

The e-learning task group of Chris Anderson, Ken Cox, Jim Feda, Linda Hughes, and Jeff Saddler will determine how to proceed with web-based courses. They will develop a priority list of courses to be converted to the web-based format. The group will develop criteria for a course to be placed on the TCCC site. The group will look at software, places to house the completed courses, and costs. They will teleconference before July 15th.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine how to move forward with e-learning	Executive Council	June 14, 2007
Recommend other courses for development	TCCC	June 13, 2007
Draft a resolution to support innovative learning mechanisms, which will be put before the three subcommittees to be passed and then sent on to SCOH	Executive Council	June 14, 2007
E-learning task group to research web-based training options, potential courses, and cost.	Chris Anderson, Ken Cox, Jim Feda, Linda Hughes, and Jeff Saddler	July 15, 2007

HOSTING, TRACKING AND MEASURING ON-LINE LEARNING

MIKE VANDALL – RED VECTOR

DISCUSSION
<p>Mike Vandall (RedVector) made a presentation on how to host, track and measure the online learning.</p> <p>Mike Vandall (RedVector) overviewed the traditional tracking methods:</p> <ul style="list-style-type: none"> • Attendance Lists • Excel Spreadsheets • Honor System <p>He then went on to explain how e-learning can help.</p> <ul style="list-style-type: none"> • Enrollment and Completion Activity

- Exam Scoring Analysis
- Proctored Exams
- Consistent Data

Mike Vandall (RedVector) also discussed the benefits of having a learning management system (LMS) and a Sharable Content Object Reference Manual. For additional information, please see Mike Vandall's full presentation on the TCCC website at www.nhi.fhwa.dot.gov/tccc.

Linda Hughes (WSDOT) questioned whether LMS have been improved over the years to better coordinate with existing systems. Mike Vandall (RedVector) confirmed that there are various systems available that may or may not be compatible, but that there have been many improvements over the last few years to ensure that the LMS will interact with a State DOTs existing program. He further clarified that RedVector works on a hosted platform so that everything is hosted in one location and is compatible with software that is developed to standard industry specifications.

NICET UPDATE

LOUISA A. WEHRLE - NICET

DISCUSSION

Louisa Wehrle (Manager Program Development with NICET) informed the TCCC on NICET background and the activities that they have recently undertaken.

NICET is currently updating its programs, which means moving away from the existing work element structure in order to take advantage of computer based administration. They are also creating programs that can be accredited by a neutral third party.

Louisa Wehrle (NICET) pointed out that they do not do training, but that they ask questions to determine what someone needs to know in order to be considered competent to undertake a given task. The criteria of assessment may be patterned after the TCCC skill set matrices.

Louisa Wehrle (NICET) also overviewed the credentialing terminology and the standard for certification that is used by industry and NICET. She mentioned that there has been some discussion of moving to a level 5 certification, which would be directed toward managers.

NICET requested that the TCCC assist them in determining the current needs for standards and certification. They also requested assistance in making them aware of pending state/local regulation and legislation affecting certificants.

Chris Anderson (IA DOT) questioned whether NICET is moving toward developing training to go with their certification program. Louisa Wehrle (NICET) reiterated that NICET is not going to develop training.

**PARTNERSHIPS FOR
ACCELERATED COURSE
DEVELOPMENT**

CHRIS NEWMAN – FHWA/
DOYT BOLLING - UTLTAP

DISCUSSION		
<p>Doyt Bolling (UT LTAP) and Chris Newman (FHWA) lead a discussion on various means of accelerating new course development. This would involve getting a course through contracting, development, and delivery. NHI is an existing, proven method for developing courses, but it often takes a long time to move it through the process. Another option may be to go through the State DOTs, Regional Groups, or the LTAP system. Doyt Bolling (UT LTAP) mentioned that the LTAP system aims to have a training course on the street within 6 months.</p> <p>Rick Barnaby (NHI) agreed with Doyt Bolling’s (UT LTAP) overview of the current development situation and suggested that it will take a combination of all of the potential course development mechanisms to achieve the TCCC course development needs. He further mentioned that NHI’s focus is on the engineering level and specifically State engineers.</p> <p>Howe Crockett (ITD) questioned whether it is feasible to put together a task force to develop the plan for how courses are going to be developed. Chris Newman (FHWA) said that he would pull together the group to discuss the issue and would try to get a FHWA contracts manager involved so that the TCCC may better understand the restrictions on the contracting process.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>Task force to develop a plan for expediting course development – to include FHWA contracting manager – and a set of standards/procedures to ensure that the courses developed meet the TCCC needs.</p>	<p>Doyt Bolling, Chris Newman, Clark Martin, Patsy Anderson, Lisa Harris, Martha Monjo, Bill Beuter, Bob Prior</p>	<p>July 31, 2007</p>

**ACI INITIATIVES – NEW
PROGRAMS, TRAINING
DELIVERY, & PARTNERSHIPS
FOR ADVANCING CONCRETE
KNOWLEDGE**

TOM MALERK – FLDOT/
JOHN NEHASIL - ACI

DISCUSSION		
<p>Tom Malerk (FL DOT) and John Nehasil (ACI) overviewed the American Concrete Institute’s (ACI) initiatives, which have recently included developing new programs, training delivery mechanisms, and partnerships for advancing concrete knowledge. One such program is the CTCI (Concrete Transportation Construction Inspector)/ACTCI (Associate Concrete Transportation Construction Inspector) Certification, which has been used by several States to date. Based on the feedback provided by those States the course is undergoing a bit of reengineering and will be repiloted in the near future.</p>		

FLDOT hired Dr. Michael Jackson to develop an examination program for the CTCI/ACTI course. The pilot was broad based from students with very little knowledge to the FLDOT construction and structural engineers and was presented in three different formats to determine what the students were taking away from the course and how they best received the information. The findings from the pilot indicated that additional time is needed to complete the exam; the plans reading review should be introduced at the beginning of the course and then integrated throughout the discussion and finally the course must remain in tune with its target audience.

The next steps will include another pilot to be held July 2007 in Orlando, FL and August 2007 in North Carolina. The results of these session are expected to better refine the Associate Concrete Inspector Certification process

**QUALITY ASSURANCE
TECHNOLOGIST COURSE PILOT**

DOUGLAS TOWNES - FHWA

DISCUSSION	
	<p>Douglas Townes (FHWA – RC) and Greg Doyle (FHWA – MA Division) gave an overview of the history and the current status of the QA Technologist Course. There was a kick-off meeting in October 2006 and the developer began working on the material. There was a review meeting on April 30, 2007. The schedule is for the draft material to be available in September 2007 with final completion in December 2007/January 2008. It has been discussed that this course may be broken into two separate courses – one for the management level and the other for technicians.</p> <p>The NETTCP is working on updating the course for the New England States. Further, the NETTCP is moving forward with separating the courses.</p>

**TRAINING FOR LOCAL PROJECT
ADMINISTRATORS**

DOUGLAS TOWNES - FHWA

DISCUSSION	
	<p>Douglas Townes (FHWA – RC) discussed the administration of local projects and the fact that the Inspector General (IG) recently found that many projects were not properly administered by local agencies or effectively monitored by State DOTs and FHWA. This topic is expected to be a key issue in the annual FHWA Resource Center’s call for service. Douglas Townes (FHWA – RC) questioned if the States are aware of the IG’s findings.</p> <p>Howe Crockett (WFLHD) questioned how this applies to the TCCC. Douglas Townes (FHWA-RC) clarified that he would like the TCCC’s endorsement and to have the training</p>

that FHWA will develop to include the State DOTs if the States feel that there is a need.

Doyt Bolling (UT LTAP) mentioned that this training also needs to be directed to the local level, because many projects were not reimbursed due to poor administration.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine if there is a need for the States to be involved in the training	Executive Council	June 14, 2007

DOUGLAS TOWNES – FHWA/
DOYT BOLLING - UTLTAP

GPS COURSE DEVELOPMENT

DISCUSSION		
<p>Doyt Bolling (UT LTAP) provided a briefing on the GPS Course Development. Howe Crockett (WFLHD) questioned if the AASHTO Subcommittee on Construction still would like to have this course. Douglas Townes (FHWA – RC) mentioned that he has been asking several people whether this is still a hot topic. He is not getting any response and recommended that the TCCC not move forward until there is a definite concurrence from the States that there is a need for the course.</p>		
<p>If the course is needed, Doyt Bolling (UT LTAP) outlined three possible levels of training for the GPS course. He would also like to know from the States which level of training is needed. Linda Hughes (WSDOT) has said that WSDOT does not need this course, but Chris Anderson (IA DOT) said that her State desperately needs it. Doyt Bolling (UT LTAP) mentioned that NY is advanced and could use a higher level training.</p>		
<p>Douglas Townes (FHWA – RC) suggested that the AASHTO Subcommittee on Construction should be queried as to the need of this course and if no response is given then the topic will be tabled. Chris Anderson (IA DOT) questioned why we need AASHTO's approval. IA DOT needs the course now. Julio Alvarado (ADOT) and Garth Newman (ITD) both stated a need for the course as well.</p>		
<p>Doyt Bolling (UT LTAP) said that the course development committee will write a scope of work for the GPS course. The subcommittee will also develop a call for training to be provided to Pete Rahn (MO DOT) so that he can take it to the Standing Committee on Highways to be sent out to the State DOTs.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a scope of work for the GPS	Course development committee	June 13, 2007
Develop a call for training	Course development committee	December 1, 2007

DISCUSSION

Chris Newman informed the group about the Online Pavement Preservation Training. The project objective for this course is to provide training for a wide audience on the basic principles and practices of pavement preservation. The source material for this course was the Caltrans Maintenance Technical Advisory Guide (MTAG).

The training content for this course includes:

- Materials
- Surface Preparation
- Crack Sealing
- Hot-mix Asphalt Overlay
- Chip Seals, Fog Seals, and Micro Surfacing

Individuals may take this online training through the NHI website (Course #131110) or State or local organizations can host the files on their own servers for their own delivery to a broader audience. This course material and online guide itself can be adapted to incorporate State-specific content. The current version can be toggle to show Caltrans practices, and the same toggle function can be modified to generate a State-specific version for any agency, as they desire.

Chris Newman (FHWA) also mentioned that the photographs and other media may be taken out of the course materials for use in other areas.

Mike Moravec (FHWA) also briefed the group on 34 Construction Related Design Modules (developed through Minnesota DOT) that the pooled fund group with which he is working would like to make web enabled. The pooled fund has approximately \$300,000 currently, but would like the TCCC to also support the project at a level of approximately \$100,000.

Garth Newman (ITD) mentioned that he has used the MNDOT courses a lot over the years. The only down side is that the course is in metrics and needs to be converted into English measurements. Chris Anderson (IA DOT) questioned whether this is the program that was not available to States who did not contribute the pooled fund. Mike Moravec (FHWA) confirmed that this is the case, but further clarified that they are working on a solution to that situation.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Separate pictures and other media from the Online Pavement Preservation Training and input to collaborative page of the TCCC website.	Laura Lawndy	July 31, 2007
Consider supporting conversion of Design Modules	Executive Council	June 14, 2007

COUNCIL

**TCCC MESSAGE STRATEGY FOR
AASHTO SUBCOMMITTEE MTGS.**

DISCUSSION
<p>Tom Malerk (FL DOT) led a discussion on messages that should be incorporated for the upcoming AASHTO Subcommittee meetings. Tom Malerk (FL DOT) suggested that it would be helpful to demo some of the new courses. The message should be the same to each Subcommittee and it will be helpful to have samples (i.e. the Ethics Course).</p> <p>Jim Feda (SC DOT) felt that we have not been successful in clearly articulating to the Subcommittees who we are, what we are doing, etc. Jim Feda (SC DOT) mentioned that AASHTO could help us in getting the word out to the States requesting training materials once the database is up and running. The message needs to be that we are there to serve the States.</p> <p>Mike Moravec (FHWA) suggested putting the Ethics training course on a thumb drive to be handed out at the Subcommittee meetings.</p> <p>Martha Monjo (SC DOT) mentioned that we need to develop a process for determining the message for the Subcommittees and Pete Rahn.</p> <p>Rick Barnaby (NHI) thought that the TCCC needed to prove to AASHTO that we are value-added.</p> <p>Ken Cox outlined 4 points for the Subcommittees</p> <ul style="list-style-type: none"> • Need – Remind why the TCCC is here • Update on activities • Give new materials • What do we need back from them <p>Julio Alvarado (ADOT) stated that we need to clearly state why we are there and what it is that we need.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a process for identifying the messages and getting them on paper.	Communications Committee	June 30, 2007

RICK BARNABY – NHI/
MARTY ROSS - NHI

NHI UPDATE

DISCUSSION
<p>Rick Barnaby (NHI) overviewed how FHWA is using Breeze. FHWA is conducting 150 web conferences each month compared to 150 a year when it was first started. FHWA selected Breeze because the conference can be recorded. FHWA has 11 licenses, which they allowed other States to use, but had to bring it back in house so that NHI did not lose the license.</p>

Chris Anderson (IA DOT) questioned whether it is possible to buy seats from NHI in order to develop online training. Rick Barnaby (NHI) did not think that it was possible for TCCC to buy seats as that is not the mission of NHI. Chris Anderson (IA DOT) clarified that she is interested in the training side of the software, specifically a presenter seat and possibly a few participant seats. The TCCC would only be looking to use NHI's license and for NHI to house the material on the NHI's Adobe site. Rick Barnaby (NHI) was unsure if this is possible, but he will check into it and get back to NHI.

Follow-up Note: Rick Barnaby (NHI) explored the possibility of TCCC purchasing seats from NHI for the Breeze Presenter. It was determined that the licensing agreement with Adobe Breeze Presenter will absolutely not allow for the license to be shared or otherwise redirected to another organization.

Marty Ross (NHI) provided a general overview of where NHI is with course development.

Marty Ross (NHI) and Rick Barnaby (NHI) opened a discussion regarding the materials ordering protocol for obtaining material from NHI. NHI is open to allowing the States to order, online, the course materials for the maintenance, construction, and pavements training courses developed by NHI for a nominal fee of \$20.00 per course. This feature is open to any State. Marty Ross (NHI) did mention that these courses are intended for download/read-only and are not for being handed out at random as most of the courses are not 508 compliant, unless they are web-based training. Chris Newman (FHWA) also pointed out that any courses developed by the Office of Asset Management will include an initial distribution of 200 copies so that each State will receive a copy. These course copies are sent to the Division Offices and the 5 regional coordinators. Douglas Townes (FHWA) suggested that it would be best if each Division Office could identify a point of contact within the office responsible for training, so that the course materials get to the right person within the State DOTs. Chris Newman will look into it.

Chris Anderson (IA DOT) questioned if there was a way to purchase the materials online without a credit card. Rick Barnaby (NHI) said that at this time there is not a mechanism for ordering materials online without a credit card. However, a State could still call NHI directly to order the materials.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine licensing requirements for Breeze to have asynchronous training courses available	Rick Barnaby/Marty Ross	Completed
Have FHWA leadership issue a memo requesting a listing of Division Office training contacts	Chris Newman	August 30, 2007
Have training course materials available for purchase	Marty Ross	September 30, 2007

**COURSE DEVELOPMENT
DISCUSSION**

DOYT BOLLING - UTLTAP

DISCUSSION

Doyt Bolling (UT LTAP) overviewed the training courses for which the course development subcommittee will be developing scopes of work.

These courses include:

Construction:

- Earthwork Inspection
- GPS
- Inspection for Managers

Maintenance:

- GPS
- Pipe Inspection

Materials:

- Concrete Flatwork Finishing
- SCC
- Materials Acceptance Manager
- Materials Testing Managers

The subcommittee has evaluated courses from NHI, APWA, and NCHRP. Based on their findings the subcommittee has compiled the information and assigned the courses to the skill set levels, which will be fed into the database. Based on this research the subcommittee will develop scopes of work for 15 courses that are needed immediately.

They will also identify the courses that the TCCC maybe able to take and modify for TCCC needs.

**DATABASE/WEBSITE
DISCUSSION**

CHRIS NEWMAN – FHWA/
BEN GRIBBON – FHWA/
MONICA WORTH – WORTH
ASSOC.

DISCUSSION

Gerry Flood and Nancy Davis of the Volpe Center updated the TCCC on the status of the National Training Database that they are in the process of creating.

The concept of operations for the database has been completed and Volpe has identified three phases for the database development:

Phase 1: Design/Build Database & Program Administrative Resource Collection Website

Phase 2: Design and Program General Public Facing Website

Phase 3: Maintain websites and database

Gerry Flood and Nancy Davis then queried the group regarding what attributes the TCCC would like to have in the database. The TCCC agreed that the resources should include the following:

1. Title of Resource

2. Description
3. Objectives
4. Date Course Developed
5. URL (Note: URL changes can be updated)
6. Resource Type
7. Contact Person (organization, phone number, e-mail)
8. Last Update (date)
9. Technical Category
10. Subject Area
11. Discipline
12. Competency Level
13. Upload Associated files

Gerry Flood and Nancy Davis then asked if the database should include an "event" resource. For example: *Work Zone Safety Course delivered in Omaha on January 31, 2005 by Ben Gribbon*. The TCCC did not think that it should be included, but that a note could be included in the general information/context/clarification section regarding who should take a particular course.

It was further decided that when a new course is added once the database has been populated then an e-mail will be sent to the Site Administrator requesting permission to upload information.

The next steps include putting a timeline to the Phase I work, importing existing resources from Excel, Access files, etc.

The TCCC database task force will continue to work with Volpe to move the database to completion.

Garth Newman stated that it is very important to come up with a way to download existing course catalogs from the DOT's without having to data enter each record by hand.

Monica Worth (Worth Associates) provided a view of the new website and discussed what updates the TCCC would like to have. Monica Worth (Worth Associates) mentioned that the website at the moment is a bit text heavy, but they will be adding graphics and photos to break up the text. She requested that if the States have images that could be used to make the website more interesting.

Remaining content will be uploaded within the month. Still need to populate contact list with NTTD and LTAP contacts. Monica Worth (Worth Associates) also solicited input for information to be added to the homepage that would be revolving and interesting.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Obtain NTTD and LTAP contacts	Laura Lawndy	June 30, 2007

**PERFORMANCE MEASURES
REPORT**

DISCUSSION	Please note that this is a summary provided by Allan Samuels (ADOT) following the TCCC meeting as a record of the Performance Measure Team's efforts during the summer meeting.	
Focus over the past six months has been to give input to the database developers, including two internal team teleconferences. Input was significantly expanded at the meeting in Portland, Maine, by conferring with the database and web developers as well as other committees. A meeting with the Marketing Committee reinforced the need to get feedback on the database and course usage, including answers about: 1) do you need help in development, 2) what percentage of the materials was used, .3) in what format was it delivered, 4) is the course changing the behavior of trainees, and 5) is the new material you developed available for TCCC use? It is also desirable to obtain the normal statistics on actual trainee feedback as the opportunity arises. The Course Development Committee desires to track: 1) scoping efforts, 2) panel membership, 3) conformance to schedule milestones, and 4) final outcomes.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEXT TCCC MEETING

DISCUSSION		
<p>It was decided that the next TCCC meeting will be held December 4-6, 2007. Possible meeting locations include:</p> <ul style="list-style-type: none"> • Phoenix, AZ • Tampa, FL • San Diego, CA • St. Augustine, FL • Charlotte, NC • Nashville, TN <p>Laura Lawndy will complete a cost analysis for each city to determine the location for the next meeting.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Complete Cost Analysis for next meeting location	Laura Lawndy	July 31, 2007